

**STATEWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>**

**TITLE 5 EXCEPTED
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 18-517T OPENING DATE: 22-Oct-18 CLOSING DATE: 6-Nov-18

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Victims Advocate Coordinator, GS-0301-09, T5305000

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$52,229-\$67,899 PA

SUPERVISORY ☐ MANAGERIAL ☐

NON-SUPERVISORY/NON-MANAGERIAL ☒

LOCATION OF POSITION:

Joint Forces Headquarters (JFHQ), PHOENIX, AZ

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed, postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

AREA OF CONSIDERATION: This is a National Guard Title 5 Excepted Service position and is **Open to AZNG T32, T5 Employees, OR AGR/DSG/M-DAY members** Individual selected will receive a Permanent Appointment after successful completion of a one year trial period.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants **MUST** submit a completed **AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement)** or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612.

VETERAN'S PREFERENCE:

In accordance with 5 CFR §335.106, Veteran's Preference will be considered for vacancies under merit promotion when an agency accepts applications from individuals outside its own workforce.

REQUIRED DOCUMENTATION:

Eligible veterans must claim their veterans' preference on their resume and during the application process for federal positions using the proper documentation. To receive the 5 point preference (TP) rating the individual must provide member copy 4 of their Certificate of Release or Discharge from Active Duty (DD 214) for verification. To receive the 10 point preference the Application for 10-Point Veterans Preference form (SF-15) must accompany application and additional documentation detailing characterization of service.

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EDUCATION:

If you are relying on your education to meet qualification requirements:

An appropriate combination of education and experience generally requires that an applicant possess a core of educational credit in behavioral study, social science study, or a related study discipline.

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

CONDITIONS OF EMPLOYMENT:

- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- ***Within 60 days*** of appointment to a Position of Trust and Moderate Risk, the employee must have a favorable completion and awarding of a Tier 3 background investigation as directed by DoD and NGB to conduct duties and responsibilities as a SARC employee.
- ***Within 120 days of appointment***, if not previously D-SAACP certified, once appointed as National Guard Title 5 Excepted Service SARC or VAC employee and ***AFTER*** the employee completes the required course programs, the employee must submit the DD Form 2950, "Department of Defense Sexual Assault Advocate Certification Program Application Packet," that includes the D-SAACP training certificate ***and*** the favorable Security Clearance Tier III Background results.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

REASONABLE ACCOMMODATION POLICY:

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.

An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations or how to contact an agency.

Relocation Incentive may be offered:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PCS may be offered:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of social services work, counseling services, psychosocial principles and theories, and group dynamics of family and individual systems through earning a baccalaureate degree in counseling, education, psychology or related behavioral sciences. Competency in recruiting, training and monitoring volunteers.
 2. Working knowledge of sexual assault and family violence dynamics, local community resources, and relevant federal and state laws. Understanding of the military and DOD SAPR or Army SHARP program is strongly preferred.
 3. Knowledge of laws pertaining to family relationships and protection of children and adults. Not required to have formal training in aspects of law, but must be capable of working and interacting with CID, OSI, SF, PMO and SJA.
 4. Knowledge of military organizations, missions, lifestyles, and situations which can contribute to individual and family stress, problems and crisis situations.
 5. Ability to express oneself orally and in writing in a professional manner, to deal with diversified groups, individuals and organizations, and to compose written reports and material clearly, concisely and effectively.
-

SPECIALIZED EXPERIENCE: Must have at least six months military or civilian experience at a novice competency level in one of the personnel programs, family programs, or community service programs. For creditable qualification, specialized experiences are equivalent to at least 12 months of work completed at the next lower Series GS-0301 grade level in the normal line of career progression. Candidate is experienced in supporting the VA and SARC in the work activities concerning social concerns, health and wellness, or trauma recovery conditions. Experienced in maintaining effective professional relationships; and, skilled in identifying potential problems. Experienced in presenting formal and informal program briefings to senior leaders. Skilled in preparing written technical reports, briefings, and training plans for the SARC that may include data charts, training progress and coverage, with gap analysis reviews. Competent to facilitate the training of Sexual Assault Prevention and Response (SAPR) programs. Skilled in performing the SAPR VA administrative duties and tasks of the SAPR programs. Competent in developing training materials with the ability to facilitate effective interactive trainings in sexual harassment and sexual assault. Knowledgeable in the sexual assault and domestic abuse prevention policies, regulations, and statutory requirements in the military or civilian sectors. Able to comprehend the statistical trends analysis and reports that the SARC sends to NGB. Meets Tier 2 background screening requirements to be granted access to the Defense Sexual Assault Incident Database (DSAID) or similar databases; and, is knowledgeable of DSAID and understands the rules for documenting cases within prescribed time frames.

BRIEF JOB DESCRIPTION: Serves with the JFHQ Sexual Assault Response Coordinator (SARC) as the designated specialist of victim support services who coordinates and oversees local implementation and execution of the Sexual Assault Prevention and Response (SAPR) and Sexual Harassment Assault Response & Prevention (SHARP) Programs. Ensures overall local management of sexual assault awareness, prevention, training, and victim advocacy (VA). Provides collateral duty victim advocate support by providing, along with the JFHQ SARC, advice, guidance or victim services question clarification. Incumbent is required to maintain a network of victim advocacy services contacts to ensure 24/7 availability. Provides comprehensive advocacy services to individuals exhibiting a wide range of issues related to being a victim or survivor of sexual assault. Assist victims in developing safety plans, conduct a risk assessment, and provide emotional support, crisis intervention, prevention awareness and education to victims. Assesses the need for immediate victim response and develops a plan for assistance. Adheres to policy and procedures in ensuring protected information is kept confidential under the restricted reporting policy. Aids the JFHQ SARC to develop and implement an appropriate plan of action when a crisis situation arises. Maintains contact with clients through follow-up support for ongoing needs related to coping with sexual assault incident(s). Conducts safety planning. Under the direction of the JFHQ SARC, initiates the notification process with agencies such as law enforcement, safe shelters, and state command to ensure safety and well-being for the victim, affected Family members, and the community when victims have selected the option for an unrestricted report.

SELECTING OFFICIAL: Brigadier General Kerry Muehlenbeck
